

FORM Z: ZONE MAP, ZONING CODE TEXT & PLAN AMENDMENT

☐ ANNEXATION

- ___ Application for zone map amendment including those submittal requirements. See below. Annexation and establishment of zoning must be applied for simultaneously.
- ___ Petition for Annexation Form and necessary attachments
- ___ Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied).
NOTE: The Zone Atlas must show that the site is in County jurisdiction, but is contiguous to City limits.
- ___ Letter briefly describing, explaining, and justifying the request
NOTE: Justifications must adhere to the policies contained in "Resolution 54-1990"
- ___ Letter of authorization from the property owner if application is submitted by an agent
- ___ BCC Notice of Decision for City Submittals
- ___ Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
- ___ Sign Posting Agreement
- ___ TIS/AQIA Traffic Impact Study / Air Quality Impact Assessment form
- ___ Any original and/or related file numbers are listed on the cover application

EPC hearings are approximately 7 weeks after the filing deadline. Refer to schedule. **Your attendance is required.**

☐ **SECTOR DEVELOPMENT PLAN PHASE I – DRB CONCEPTUAL PLAN REVIEW** (Unadvertised)

☐ **SECTOR DEVELOPMENT PLAN PHASE II - EPC FINAL REVIEW & APPROVAL** (Public Hearing)

☐ **SECTOR DEVELOPMENT PLAN PHASE II - DRB FINAL SIGN-OFF** (Unadvertised)

- ___ Copy of findings from required pre-application meeting (needed for the DRB conceptual plan review only)
- ___ Proposed Sector Plan (**30** copies for EPC, **6** copies for DRB)
- ___ Zone Atlas map with the entire plan area precisely and clearly outlined and crosshatched (to be photocopied)
- ___ Letter briefly describing, explaining, and justifying the request
- ___ Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
(for EPC final review and approval - public hearing only)
- ___ TIS/AQIA Traffic Impact Study / Air Quality Impact Assessment form (for EPC final review and approval public hearing only)
- ___ Fee for EPC final review and approval only (see schedule)
- ___ Any original and/or related file numbers are listed on the cover application

Refer to the schedules for the dates, times and places of D.R.B. Unadvertised meetings and E.P.C. hearings. **Your attendance is required.**

☐ **AMENDMENT TO ZONE MAP (ESTABLISHMENT OF ZONING OR ZONE CHANGE)**

- ___ Application for sector development plan amendment (required only if site is within a sector plan's boundaries.)
- ___ Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
- ___ Letter briefly describing, explaining, and justifying the request NOTE: Justifications must adhere to the policies contained in "Resolution 270-1980"
- ___ Letter of authorization from the property owner if application is submitted by an agent
- ___ Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
- ___ Sign Posting Agreement
- ___ TIS/AQIA Traffic Impact Study / Air Quality Impact Assessment form
- ___ Fee (see schedule)
- ___ Any original and/or related file numbers are listed on the cover application

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☐ **AMENDMENT TO SECTOR DEVELOPMENT, AREA, FACILITY, OR COMPREHENSIVE PLAN**

- ___ Proposed Amendment referenced to the materials in the Plan being amended (text and/or map)
- ___ Plan to be amended with materials to be changed noted and marked
- ___ Zone Atlas map with the entire plan/amendment area precisely and clearly outlined and crosshatched (to be photocopied)
- ___ Letter briefly describing, explaining, and justifying the request
- ___ Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts (sector plans only)
- ___ TIS/AQIA Traffic Impact Study / Air Quality Impact Assessment form
- ___ Fee (see schedule)
- ___ Any original and/or related file numbers are listed on the cover application

EPC hearings are approximately 7 weeks after the filing deadline. Refer to schedule. **Your attendance is required.**

☐ **AMENDMENT TO ZONING CODE OR SUBDIVISION REGULATIONS TEXT**

- ___ Amendment referenced to the sections of the Zone Code/Subdivision Regulations being amended
- ___ Sections of the Zone Code/Subdivision Regulations to be amended with text to be changed noted and marked
- ___ Letter briefly describing, explaining, and justifying the request
- ___ Fee (see schedule)
- ___ Any original and/or related file numbers are listed on the cover application

EPC hearings are approximately 7 weeks after the filing deadline. Refer to schedule. **Your attendance is required.**

I, the applicant, acknowledge that any information required but not submitted with this application will likely result in deferral of actions.

Applicant name (print)

Applicant signature / date

Form revised 9/02, 3/03, 7/03



- ☐ Checklists complete

☐ Fees collected

☐ Case #s assigned

☐ Related #s listed
- Application case numbers

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Planner signature / date

Project #